



SEMP-18		U.S. Army-Hawaii	
PROCEDURE: Management Review		DATE: 24 June 2010	Page 1 of 3
DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	



SEMP-18: Management Review

1. Purpose

This procedure identifies the process used to conduct a Management Review of the U.S. Army Hawaii Sustainable Environmental Management (SEM). This procedure outlines the actions to be taken to periodically review the performance of SEM. The Management Review is a step in the continuous improvement process that is implemented as part of SEM. It is one of the tools that will be used to evaluate whether the SEM is working effectively.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.6] and Procedure

ISO Requirement	Procedure
Top management shall review the organization's environmental management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. Reviews shall include assessing opportunities for improvement and the need for changes to the environmental management system, including the environmental policy and environmental objectives and targets. Records of the management reviews shall be retained.	Management reviews of the SEM will be cumulatively conducted on an annual basis. Management reviews of SEM can be conducted on a more frequent basis, such as during the quarterly Environmental Quality Control Committee (EQCC) meetings and the monthly SEM Cross Functional Team (CFT) meetings. Minnutes of the management reviews will be prepared and retained by the Environmental Division.
Input to management reviews shall include a) results of internal audits and evaluations of compliance with legal requirements and with other requirements to which the organization subscribes, b) communication(s) from external interested parties, including complaints, c) the environmental performance of the organization, d) the extent to which objectives and targets have been met, e) status of corrective and preventive actions,	Senior leadership management review meetings will be conducted to specifically review the results of internal audits, evaluations of compliance, communications from external parties, environmental performance, objectives and targets, corrective and preventive actions, follow-up actions, changing circumstances and/or recommendations for improvement. These topics can be discussed at any meeting with top management. Records of the management reviews will be prepared and retained by the Environmental Division.

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SEMP-18		U.S. Army-Hawaii	
PROCEDURE: Management Review		DATE: 24 June 2010	Page 2 of 3
DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	



f) follow-up actions from previous management reviews, g) changing circumstances, including developments in legal and other requirements related to its environmental aspects, and h) recommendation for improvement.	
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4. Responsibilities

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none">Reviews the SEM to ensure its continued suitability, adequacy and effectiveness.Ensures the SEM is mission enhancing and supports the installation's long term sustainability goals.Directs changes as necessary to promote continual improvement of SEM.
Directorate of Public Works(DPW) Director	<ul style="list-style-type: none">Meets with the GC on a regular basis and informs him of current Environmental issues as appropriate.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none">Meets with top management on a regular basis and informs them of current SEM issues.Informs the DPW Director of any SEM issues relating to this procedure that needs to be brought to the GC's attention.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none">Ensures that the inputs to management reviews during one internal audit cycle include the following, if applicable: review of current policy (SEMP-02), audit results (SEMP-17), compliance evaluation (SEMP-14), communication from external interested parties (SEMP-08), environmental performance, progress in achieving objectives and targets (O&Ts) (SEMP-05 and SEM-13), status of corrective and preventive actions (SEMP-15), follow-up actions from previous management reviews, changing circumstances, and recommendations for improvement.Ensures that the outputs from management reviews include the following, if applicable: any decisions and actions related to changes to the environmental policy, O&Ts, and SEM.Prepares and retains a record of the management reviews on the Environmental Division shared drive.
Environmental Division Staff	<ul style="list-style-type: none">Provides inputs for management reviews during the EQCC and CFT meetings.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none">Provide input and output for management reviews during the EQCC meetings.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none">Provide input and output for management reviews during the CFT

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SEMP-18		U.S. Army-Hawaii	
PROCEDURE: Management Review		DATE: 24 June 2010	Page 3 of 3
DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	



	meetings.
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5. References

- ISO 14001:2004(E), 4.6 Management Review
- U.S. Army Hawaii SEM Manual
- Environmental Quality Control Committee (EQCC) meeting minutes
- SEM Cross Functional Team (CFT) meeting minutes

Revision Date	Nature of Revision	Document Review Participants
24 Jun 10	Review and Update	Jeff Stefani

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